

REQUEST FOR PROPOSAL

YEARBOOK SERVICES 2007/08

With District's Option to Renew Yearly for an Additional Four Years

BID NO.: 365-07-01-B
DUE DATE: June 19, 2007
3:00 P.M.

CENTRAL VALLEY SCHOOL DISTRICT #356
Purchasing Department
19307 E. Cataldo Avenue
Spokane Valley, Washington 99016

Purchasing Manager: Darren King, C.P.M.
E-Mail: dking@cvsd.org Web Site: www.cvsd.org/purchasing
Phone: (509) 228-5476
Fax (509) 228-5479

RELEASE DATE: June 12, 2007



INVITATION TO BID (section II)

To Whom It May Concern:

Sealed bids will be received by the Central Valley School District, #356 at the reception desk located at the District office at 19307 E. Cataldo, Spokane Valley, Washington, 99016, until the date listed under the Summary of Work – Bid and Project Dates – Bid Due Date, and will then and there be opened and publicly read.

This bid consists yearbooks and associated services necessary to produce a yearbook for two high schools and five middle schools within our school district for up to five school years.

If you received this bid from a source other than directly through the district, please email your Company Name, Contact Name, Mailing Address, Phone Number, Fax Number, and Email Address to dking@cvsd.org.

The Purchasing office now has a website and is the central place to collect information about bids. See current bids at www.cvsd.org/purchasing in the Bids section. Up-to-date information, such as addendums, is available there.


For questions regarding this bid I may be reached at (509) 228-5476 and at dking@cvsd.org. Technical questions that may need to be answered or clarified will need to be followed up by addenda. So, information given verbally isn't binding, see Addendums below.

We look forward to working with you to obtain a proposal. Good luck!

Sincerely,

A handwritten signature in black ink that reads "Darren King".

Darren King, C.P.M.
Purchasing Manager

Vendor Name: _____	
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CENTRAL VALLEY SCHOOL DISTRICT NO. 356
Purchasing Department
East 19307 Cataldo

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SUMMARY OF WORK (section IV)

Central Valley School District No. 356 is soliciting bids for:

YEARBOOK PROPOSALS
MIDDLE AND SENIOR HIGH SCHOOLS

If your company is interested in providing a bid, please read the following information carefully and return as directed on the Bid Proposal NO LATER THAN the bid due date listed below.

ESTIMATED PROJECT DATES

BID DUE DATE: JUNE 19, 2007	TIME 3:00 P.M.	LOCATION VIA MAIL OR BY WAY OF THE FRONT DESK
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AWARD BID:
Expected on JUNE 25, 2007

CONTRACT PERIOD:
SCHOOL YEAR(s) 2007/08 with options by the District to extend for up to four additional years

END OF SECTION IV



STANDARD TERMS AND CONDITIONS (section V)

1. THE OWNER

Whenever the term "Owner" is used in the documents, it refers to Central Valley School District No. 356, Spokane Valley, Washington.

2. THE OWNER'S CORRESPONDENT

When required to correspond with the Owner, all such correspondence shall be addressed to Darren King, Purchasing, Central Valley School District, East 19307 Cataldo, Spokane Valley, WA. 99016.

3. THE CONTRACTOR/BIDDER/PROPOSER

Whenever the term "Contractor", "Bidder", or "Proposer" is used in the documents, it refers to the Contractor or the Contractor's agents as submitted on the Bid Proposal form.

4. ACCEPTANCE/REJECTION

District No. 356 reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities, and to contract in the best interests of the District as outlined in "AWARDS". Successful Bidder shall enter into contract with the District within ten (10) days from date of purchase authorization from the District No. 356 Board of Directors.

5. ACCOMMODATIONS FOR THE DISABLED

Individuals with disabilities who may need accommodation to participate in site visitation, the pre-bid conference or the public bid opening meeting should contact the office of the Director of Auxiliary Services NO LATER THAN three (3) days before the scheduled pre-bid meetings or bid opening so that arrangements for the accommodation can be made.

6. ADDENDUMS

Should Central Valley School District consider it necessary to revise any part of this RFP, an addendum will be made available on our website at www.cvsd.org/purchasing. If mandatory pre-bid meetings were held, the addendum may be sent to those who attended. All official clarifications or interpretations of the proposal documents will be by written addenda. Clarification given in any other form will be informal and unofficial. Check the Purchasing website at www.cvsd.org/purchasing under the Bids section to check on any published addendums prior to submitting a bid. The sole responsibility for obtaining and learning of Addendum belongs to the Bidder. The District accepts no responsibility or liability and will provide no accommodation to Bidders who fail to check for addendums and submit inadequate or incorrect responses.

7. ALTERNATES

The District often uses manufacturer's brands or model designations as a specification standard. In some cases, special brands are designated for compatibility with existing facilities or equipment. Brands of equal specification, quality, performance, and use will be considered on an "or equal" basis; however, the District reserves the sole right in determining "equals". Offerings of alternate quality of features will, at District discretion, be considered on an "alternate" basis. All "or equal" bids or "alternate" bids must include complete description and/or descriptive literature with Bid Document.

8. ANTI-DISCRIMINATION

The vendor agrees not to discriminate against any client, employee, or applicant for employment or for services because of race, creed, color, national origin, sex, or age with regard to, but not limited to, the following: Employment upgrading, demolition or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase order from the District, unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

9. ASBESTOS

Do not quote any asbestos containing materials.



10. ASSIGNMENTS

This contract shall not be assignable in whole or in part without written consent of the District. It is the policy of the Central Valley School District to withhold consent from proposed assignments, subcontracts, or novation when such transfer of responsibility would operate to decrease the School District's likelihood of receiving performance on the contract.

The School District does not normally object to the granting of assignments for financial purposes provided that the original Proposer retains all of its responsibilities and obligations under the contract. In the event of any assignment hereunder to which the School District has consented, each such assignment shall contain a provision that further assignments shall not be made to any third or subsequent party without additional written consent of the School District.

11. AWARDS

The Vendor providing the acceptable bid will be notified by the District Purchasing Office via mail.

The District reserves the right to reject any and all bids, to waive any and all informalities and the right to disregard all nonconforming, non-responsive, or conditional bids. The District seeks qualified Contractors. Award of the contract will be made on the basis of bid price and other factors such as:

- a. the ability, capacity, and skill of the Bidder to provide the service and/or materials required;
- b. the character, integrity, reputation, judgment, experience, and efficiency of the Vendor;
- c. whether the Bidder can supply the materials and/or services within the time specified;
- d. the quality of performance of previous materials and/or services;
- e. the previous and existing compliance by the Bidder with laws relating to the contract or services; and,
- f. other factors as stated in this document.

In evaluating bids, the District shall also consider whether or not the bids comply with the prescribed requirements and unit prices, if requested in the bid forms.

The District may conduct investigations as it deems necessary to assist in the evaluation of any bid and to establish the responsibility, qualifications, and financial ability of the Vendor to supply materials and/or services to the District's satisfaction within the prescribed time.

The District reserves the right to reject the bid of any Vendor who does not pass any such evaluation to the District's satisfaction. If the Contract is to be awarded, the District will give the successful Bidder a Notice of Award within thirty (30) days after the day of the bid opening.

12. BID CHANGES OR WITHDRAWAL

All changes and erasures must be made before the bid due by date and time as indicated above, and initialed. Bidder may not withdraw his/her bid after the bid opening nor prior to the award of contract(s). No alteration in any of the terms, conditions, delivery, quality, quantities or specifications of this solicitation will be considered without prior District consent.

13. BID COMPLETION

Bids must be completed insofar as possible on the enclosed bid document and signed by an authorized representative of the Vendor. Please include bid identification and bid opening time and date on your envelope. Return one copy of the completed and signed Bid Proposal, sealed therein, to the District Purchasing Office at the address listed on the Bid Proposal form. Bids will be opened at the time and date designated above.

14. BID QUOTATIONS

Unless otherwise specified, all prices shall be for new merchandise, F.O.B. destination, with shipping prepaid and included in the price of the bid. Prices bid shall include all handling and packaging costs. Prices bid for equipment shall include cost of instruction and service manuals where appropriate.



15. BONDS

Bid Bond: A \$5,000 bid bond (or cashier's check in lieu of the bid bond) is required on this bid and must accompany the bid. Should the successful bidder fail to enter into a contract and furnish satisfactory documents as stated within this document within the time stated, the bid proposal deposit shall be forfeited to Central Valley School District.

16. CONTRACT COMPLETION

Liquidated damages of \$500.00 per day will be assessed on the contractor for failure to complete the contract by the contract completion date.

17. CRIMES AGAINST CHILDREN

The contractor shall prohibit any employee of the contractor, including subcontractors, from working at a public school who has contact with children at said school during the course of his or her employment and who has plead guilty to or been convicted of any felony crime involving the physical neglect of a child under RCW 9A.42, the physical injury or death of a child under RCW 9A.32 or 9A.36 (except motor vehicle violations under RCW 46.61), sexual exploitation of a child under RCW 9.68, several offenses under RCW 9A.44 where a minor is the victim, promoting prostitution of a minor under RCW 9A.88, the sale or purchase of a minor child under RCW 9A.64.030, or violation of similar laws of another jurisdiction. Any failure to comply with this section shall be grounds for the District to immediately terminate the contract.

18. DEBARMENT / SUSPENSION

By participating in this bid/quote (signing and submitting your bid/quote on the Bid/Quote Form) your company certifies that it meets the federal government's requirements below:

As required by Executive Order 12549, Debarment and Suspension, and implemented at 7 CFR 3017, for prospective participants in primary covered transactions, as defined at 7 CFR 3017, Sections 3017.105 and 3017.10---

The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

1. (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

19. DELIVERY

Deliveries must be properly identified with packing list(s) or label(s) designating appropriate purchase order number(s). All merchandise is subject to inspection and acceptance by District No. 356 personnel before final payment. At discretion of the District, partial payments will be made for partial deliveries.

20. EQUAL EMPLOYMENT

Unless exempted by rules of the Secretary of Labor and issued to appropriate sections of Executive Order 11246, as amended by 11375, the Bidder agrees to supply Central Valley School District No. 356 a completed "**Equal Employment Opportunity Compliance Certificate**" if such is requested.



21. JURISDICTION

This Agreement has been and shall be construed as having been made and delivered within the State of Washington and it is agreed by each party hereto that this Agreement shall be governed by laws of the State of Washington, both as to interpretation and performance. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement or any provisions thereof shall be instituted and maintained and venue shall be only in the courts of competent jurisdiction in Spokane County, Washington.

22. LAW COMPLIANCE

Bidder agrees to fully comply with all Federal, State, and local laws, orders, rules, regulations, and ordinances including, but not limited to, those relating to industrial insurance, unemployment compensation, social security, minimum wages, equal employment, safety standards and building codes, and the Bidder shall indemnify and save harmless the District for any claim liability or expense by reason of the failure of the Bidder or any of his/her subcontractors to comply with such laws, orders, rules, regulations, or ordinances.

23. MINORITY-OWNED AND WOMEN-OWNED BUSINESS ENTERPRISES

Central Valley School District No. 356 encourages the participation of minority-owned and women-owned Business Enterprises in this Invitation to Bid.

24. PAYMENT TERMS

Payments are authorized by the Board of Directors approximately every two weeks, the second and fourth Monday of each month. Allow 45 days from the date of a proper itemized invoice for payment.

25. PREPARATION COSTS

Costs incurred by Bidders in preparation of their proposal, including travel and personal expenses, may not be charged as an expense of performing the contract. Central Valley School District shall not pay for costs incurred for proposal or contract preparation as a result of termination of this RFP or termination of the contract resulting from this RFP.

26. PROPOSALS DISCLOSURE

All proposals and other material submitted become the property of the Central Valley School District and may be returned only at Central Valley School District's option. Central Valley School District reserves the right to use any ideas presented in response to the RFP. Public records are open to reasonable inspection by the public.

27. PROPOSER'S CERTIFICATION

By signature on their proposal, Proposers certify that; they have read this Request for Proposal; are authorized to bind the Proposer; agree to furnish the requested supplies, equipment or services in accordance with this RFP.

28. PROTECTION OF MATERIALS AND EQUIPMENT

The Contractor shall be held responsible for any and all materials and equipment to be installed under this Contract and will be required to make good at his own cost any injury or damage which said materials or equipment may sustain from any source or cause whatsoever before final acceptance thereof.

29. QUESTIONS

All questions must be in writing and directed to the issuing office. The interested party must confirm telephone conversations in writing. There are generally two types of questions. One involves directing the questioner to the specific section of the RFP where the answer may be found. The second type of question involves clarifying or interpreting parts of the RFP. Responses to these questions are provided to all potential Bidders by written addenda. Questions regarding bids or requests for additional bids packets should be directed to Darren King, Purchasing Agent, (509) 228-5476. Answers to questions to consultants or other district employees are non-binding unless followed up by an addendum from the Purchasing office.



30. REQUIRED REVIEW

Proposers shall carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defect and questionable or objectionable material must be made in writing and received by the purchasing agent at least five (5) days prior to the deadline for receipt of proposals. This will allow for issuance of any necessary amendments/addendums. It will also help prevent the opening of a defective solicitation and exposure of vendors proposals upon which award could not be made. Protests based upon any omission error, or the content of the solicitation may be disallowed if not made in writing at least five (5) days prior to the deadline for receipt of proposals. The District reserves the right to publish amendments/addendums at any time prior to bid opening. Check the Purchasing website at www.cvsd.org/purchasing under the BIDS section to check on any published addendums prior to submitting a bid.

31. SAVE HARMLESS

Bidder agrees to protect and save harmless District No. 356 against all claims, suits, or proceeding for patent, trademark, copyright or franchise infringements and against any damage cost or liability for any injuries to persons or property arising from acts or omissions of the Bidder or his/her agents, any of which result from the purchase of goods or services from his/her Bid.

32. TERMINATION

The District requires the Contractor to prohibit any of its employees who have ever been convicted of or plead guilty to any of the child-related felonies from working where s/he would have contact with public school children. Any failure to comply with this section (Washington State RCW 28A.400.330) shall be grounds for the District to immediately terminate the contract. Contractor handling District business shall have a complete record check, including a fingerprint check through the Washington State Patrol and the Federal Bureau of Investigation, for any new employee who, in the course of the contract, may "have regularly scheduled unsupervised access to children". Failure to comply shall be grounds for the District to immediately terminate the contract.

Other than listed remedies such as under CONTRACT COMPLETION above, the Contractor agrees that upon default or breach of the contract or any terms or conditions therein and whether or not suit is commenced by the District, that the Contractor shall pay the District all costs and expenses together with and including reasonable attorney's fees incurred by the District as a result of the Contractor's default or breach of contract.

In the event the Contractor breaches the terms or violates the conditions of the contract, and does not cure such breach or violation within ten (10) days after written notice by the District to the Contractor of the breach thereafter, or if the Contractor becomes bankrupt or insolvent or suffers an assignment for benefit of creditors, the District may immediately terminate the contract for default. Contractor shall be liable for any and all costs and damages incurred by the District as a result of such default. In addition, the District may in such events and in addition to all other remedies in law or equity available to the District and not by way of a limitation thereto procure substitute services elsewhere and recover damages and costs thereof.

The District may terminate this contract, in whole or in part, at any time by giving the Contractor thirty (30) days written notice. The Contractor shall be paid its fees, including contract close-out fees, on work performed up to the time of termination. The Contractor shall promptly submit to the District its termination claim to be paid to the Contractor.

33. TOBACCO PROHIBITION

Per legal reference RCW 28A.210.310, "The use of tobacco products on property owned or controlled by the Owner is prohibited." Contractor personnel shall conform to this policy at all times while on district premises. Failure to comply with this policy will result in exclusion from Owner's property.

END OF SECTION V



SPECIAL INSTRUCTIONS (section VI)

BID AWARD

This bid shall be awarded based on the lowest responsive total cost for the basic book, plus any extra cost options that the school's yearbook advisor intends on using in addition to answers to questions in this document to be submitted with your bid. Because of the tight money situation, each school will probably not be able to include all of the extra cost options listed. Each school reserves the right to determine which options it intends on using. Each school may choose not to contract with any company and to produce a yearbook internally, for the initial year and any of the additional years. Companies bidding must be able to demonstrate by past history their ability to produce a yearbook at least equal in quality to those of their competitors. Any company bidding must have serviced the Spokane area for at least two full years and provide a sample yearbook for a AA school in the area.

BID DOCUMENTS & SPECIFICATIONS

Bid documents and specifications are provided for all middle schools combined and each high school separately. Please note any of your exceptions to our specifications and complete the bid document in its entirety, including options.

CAMP

The vendor must have a professional summer camp available for students and advisors within 50 miles of the district. The Bidder agrees, by responding to this RFP, to allow enrollment of all students and advisors for this year's camp. Camp shall be for learning about the yearbook, to get ideas, and to make plans with representatives of the yearbook company (i.e. company artists, programmers, etc.). Included in the bid should be the cost for advisor attendance plus student attendance. Also, there should be separate prices for staying at the camp over night as opposed to driving home each day.

COMPANY REPRESENTATIVE

The company must have a local representative in the Spokane area and available on site for training at no additional cost to the district.

CONTRACT RENEWAL

The award will cover a one year period from September 1, 2007, through August 31, 2008, with the option, at the discretion of Central Valley School District No. 356, to renew on an annual basis for up to four additional years making this a five year bid covering school years 2007-08 with options on 2008-09, 2009-10, 2010-11 and 2011-12. Any anticipated price changes during the five-year period must be noted in the bid. If contract is renewed, at the sole option of the District, the maximum amount of increase per year will be three (3) percent. Any increase must be agreed upon prior to extension. Any school may choose not to contract out yearbook services and produce their own yearbook in-house for any or all years under this contract.

DEADLINES

All deadlines will be mutually agreed upon between each school and the successful bidder(s).



DELIVERY

All yearbooks are to be delivered F.O.B. destination, freight prepaid and included, to the individual schools as shown below:

Bowdish Middle School
S. 2109 Skipworth
Spokane Valley, WA 99206

Greenacres Middle School
E. 17409 Sprague
Spokane Valley, WA 99016

Evergreen Middle School
E. 14221 - 16th Avenue
Spokane Valley, WA 99037

Horizon Middle School
S. 3915 Pines Road
Spokane Valley, WA 99206

North Pines Middle School
N. 701 Pines Road
Spokane Valley, WA 99206

Central Valley High School
S. 821 Sullivan Road
Spokane Valley, WA 99037

University High School
E. 12420 - 32nd Avenue
Spokane Valley, WA 99206



PROOFING

Full-sized proofing via the internet is required on this bid with no additional fees charged for changes made on-line. Access to the individual accounts must be password protected. At the request of the District the vendor must provide access to the proofing system via the internet to determine if the system meets the needs of the District. Proofing system must allow both color and black-and-white proofs. At the district's request, proofs must be hardcopy. The district must be able to do hard copy proofs, i.e. not electronic proofs, due to limits of our internet filters.

SERVICE CALLS

A minimum of one personal visit per month to each school is to be made by the yearbook representative unless it is determined to not be needed and waived by a school. This is to be made during normal school hours.

STARTING MATERIALS

Yearbook "starting materials" must be received in the schools by September 1.

SUBMISSIONS

Vendor must accept scanned and digital camera photos to be used in the yearbook in addition to the standard submission method. Submitting via disk, CD, or via the internet must be included in prices.

TELEPHONE CHARGES

All long-distance telephone calls that the school yearbook advisor has to make to either the yearbook company representative or the company plant is to be at the cost of the yearbook company and NOT the school. This is to be done by use of toll free numbers or collect calls. There should be no limit on the number of calls that may be placed, but the school yearbook advisor is to limit these as much as possible within his/her power.

TRANSMITTED MATERIALS

Telephone, telegraphed, or facsimile bids are not acceptable. All bids must be submitted in a sealed envelope to the district office as per the requirements on the Proposal Signature page.

END OF SECTION VI



SUPPLEMENTARY GENERAL CONDITIONS (section VII)

CONTRACTOR RESPONSIBILITY

- A. Contractor shall supervise and direct the work required by the Contractor.
- B. Coordinate work of all subcontractors.
- C. Be responsible for acts, errors, and omission of his/her employees, subcontractors and employees, and other persons performing work.
- D. Provide all labor, materials, equipment, tools, utilities, and facilities as necessary for execution and completion of the work.
- E. Enforce good order among all workers on the project, particularly when the building, adjacent buildings, or other areas are in use by the Owner.
- F. Be responsible for and so conduct him/herself as to prevent and reasonably avoidable stoppage of work by action of organized labor due to an act or omission of the Contractor or of his/her employees or agents.
- G. The Owner shall, at all times, have access to the work whenever it is in preparation or progress.
- H. The Owner shall not be responsible for safety precautions and programs in connection with the work and shall not be responsible for the Contractor's failure to carry out the work in accordance with Contract documents.

MUTUAL RESPONSIBILITY

- A. If any part of the Contractor's work depends upon the work of the Owner or any separate contractor, the Contractor shall, prior to proceeding with the work, promptly report to the Owner any apparent discrepancies of defects in such other work.
- B. Failure of the Contractor to report shall constitute an acceptance of the Owners or separate Contractor's work as fit and proper to receive his/her work, except as to defects which may subsequently become apparent in such work by others.
- C. Should a Contractor wrongfully cause damage to the work or property of the Owner, or to work of other parties on the site, the offending Contractor shall promptly remedy such damage.
- D. Any costs caused by defective or ill-timed work shall be borne by the party responsible therefore.



QUALITY OF MATERIALS AND WORKMANSHIP

- A. All materials and equipment shall be new, undamaged, and of quality specified, unless otherwise shown.
 - 1. Unacceptable materials shall be removed at Contractor's expense.
- B. All work shall be of good quality, free from faults and defects, and performed by skilled and qualified workers.

DEFECTIVE AND NONCONFORMING WORK

- A. Contractor shall promptly correct all defective work or work not conforming with Contract documents.
 - 1. Correction shall be made within time set by Owner in written notice of rejection.
- B. Failure to correct within time set may result in:
 - 1. Correction by separate contract or Owner's personnel.
 - 2. Termination of this Contract.
 - 3. Costs of corrections withheld from final payment.

CHANGES IN WORK

- A. Owner reserves the right to make changes in work within the general scope of this Contract.
 - 1. Specifications.
 - 2. Materials, and performance of work.
- B. Changes shall be made only by written agreement setting forth the change and price.
 - 1. Increase of decrease in price or time of completion by Change Order shall become part of the Contract documents.
 - 2. Cost of credit to the Owner for a Change Order shall be:
 - a. by agreed-upon itemized amount;
 - b. by unit prices stated in Contract documents;
 - c. by accurate records of actual Contractor costs, expense, and profit (time and material).



- C. Owner shall have authority to order minor changes in work not involving adjustment of Contract sum nor extension of time.
- D. Amount payable to Contractor and Contract time may be changed only by modification (Change Order) to the Contract.
- E. No claim by the Contractor for adjustment hereunder shall be allowed if claimed after final payment of this Contract.

OWNER'S RIGHT TO TERMINATE CONTRACT

- A. Owner may, by written order, require the Contractor to stop work because of, but not limited to:
 - 1. Failure to correct defective work in reasonable time.
 - 2. Failure to continue work in conformance with his/her schedule.
 - 3. Failure to otherwise conform with requirements or the Contract documents.
 - 4. Failure to make timely payments to subcontractors or for labor and materials.
 - 5. Failure to conform with laws, ordinances, regulations, or orders of public authorities having jurisdiction.Actions resulting in bankruptcy, receivership, or assignments to creditors.
- B. Owner may serve written notice upon the Contractor and the Surety of intention to terminate Contract.
 - 1. Shall state reasons for intent to terminate.
 - 2. Shall allow ten (10) days after notice for satisfactory arrangements or corrections to be made.
 - 3. Shall terminate Contract if agreement is not reached by end of ten (10) day period from Contractor's receipt of notice.
- C. Owner shall serve notice upon the Contractor and the Surety that Contract is terminated.
 - 1. Surety shall have the right to execute completion of the Contract within reasonable time following ten (10) day period to commence.
 - 2. If Surety does not commence work in ten (10) days, Owner may complete work.



3. The Contractor and his Surety shall be liable to the Owner for any excess costs involved in completing the work.

WARRANTY

- A. Contractor warrants to Owner that all material and equipment furnished is new, unless otherwise specified, and all work is of good quality, free of faults and defects, and in conformance with Contract documents.
- B. Contractor shall repair, replace, or make adjustments in billing to Owner's satisfaction any defective material, equipment, or workmanship.

FINAL INSPECTION

- A. When Contractor considers the work complete, Owner shall be notified in writing.
- B. Owner shall determine acceptability of the work and compliance with Contract documents and notify Contractor of approval.
- C. Owner may, at any time during work, submit to the Contractor checklists of items to be corrected.

END OF SECTION VII



USE OF OWNER'S FACILITIES (section VIII)

GENERAL

- A. Smoking is not allowed on any School District property.

TELEPHONE SERVICE

- A. School building telephone may be used on a limited basis for essential business related calls only. Contact the building custodian to arrange for telephone usage.
- B. In no case shall Contractor receive calls on school building telephones.

PARKING

- A. Contractor personnel shall use on-site parking lots or street parking for personal vehicles.
- B. Contractor vehicles used for delivery and removal operations shall be driven or parked only where approved by Owner.

END OF SECTION VIII



SPECIFICATIONS (section IX)

MIDDLE SCHOOLS

A. SCHOOLS

BOWDISH MIDDLE SCHOOL
EVERGREEN MIDDLE SCHOOL
GREENACRES MIDDLE SCHOOL

HORIZON MIDDLE SCHOOL
NORTH PINES MIDDLE SCHOOL

B. BASIC BOOK CONSTRUCTION:

1. Estimated Enrollment by school for the 2007-2008 school year:
574 BOWDISH 617 EVERGREEN 688 GREENACRES 429 HORIZON 450 NORTH PINES
2. Material pages: 60 pages, 4 Blank pages
3. Trim size: 7-3/4" x 10-1/2"
4. Paper: 80# enamel paper stock, matte or gloss finish
5. Cover: Hard cover, company design, school's choice of base material with one color applied. All five schools have a different cover.
6. Binding: Smythe sewn
7. Printing: Lithographic, or equal
8. Linotype Set: Choice of styles and size, printer to furnish proofs.
9. Delivery: F.O.B. per Section II--DELIVERY. Delivery to be NO LATER THAN JUNE 1 of the current year.
10. Enlargement or reduction of class panels to proper size by printer
11. Type: Full range of font
12. Full-page proofs showing picture and copy placement (unless on-line proofing is used)
13. Cover proof
14. Close Registration: Black and white pages - Include all charges for photos trapped to screens on the page at no additional cost, or include in base price. (There will be no 1-pica margin between elements on these pages unless requested by the school.)
15. At the option of the school: Custom Student/Faculty panel pages may be submitted on digital image CD ROM with digital pictures, names and a field for miscellaneous information (i.e. grade level) to be provided by the school's photographer.

C. STAFF PROCEDURES:

1. All pictures and artwork to be submitted loose to printer for company paste-up.
2. Copy to submitted without regard to signature arrangement multiples or consecutive pages.
3. All necessary developmental supplies, instructional materials, and staff preparation aids to be supplied by printer NOT LATER THAN 30 days following award of bid.



D. CONDITIONS:

1. The five middle schools listed in this bid will not be responsible for charges for special services, handling, or additions to the yearbook not covered in this bid, unless specifically approved in writing by each school's Advisor.
2. After award of this bid, the vendor and each school must draft, sign, and submit to the Purchasing Office a schedule of all mutually-agreed upon deadline dates. The draft must have all required deadlines indicated in this bid packet as well as any other dates the vendor requires.

In the event a deadline is changed the vendor must submit to the Purchasing office an addendum signed by the vendor and school's Advisor.

The vendor must also submit to the Purchasing office a document signed by the vendor and school's Advisor for any missed deadlines by either party which states the date of the deadline and who is responsible for missing the deadline, the vendor or the school.

3. The yearbook printer agrees to pay a penalty of \$500 per day for each day they may be late in delivery of the yearbook so long as the schools listed above have met all established deadlines. In the event a school misses a deadline, the printer shall have one-day leeway on the delivery date for each day of deadline delay from the above schools before such penalty is imposed.
4. Company must have a local representative.

HIGH SCHOOLS

A. SEE HIGH SCHOOL PROPOSALS FOR SPECIFICATIONS

END OF SECTION IX

Vendor Name: _____



BID PROPOSALS (section X)


MIDDLE SCHOOLS

A. BASE BID: PARTICIPATING MIDDLE SCHOOLS

Please complete Bid Document in its entirety. All bids to be submitted as per Terms, Conditions, Instructions, and Specifications as set forth in this bid.

Basic bid F.O.B. to the following schools

- | | |
|--|----------|
| 1. BOWDISH MIDDLE SCHOOL | \$ _____ |
| 2. EVERGREEN MIDDLE SCHOOL | \$ _____ |
| 3. GREENACRES MIDDLE SCHOOL | \$ _____ |
| 4. HORIZON MIDDLE SCHOOL | \$ _____ |
| 5. NORTH PINES MIDDLE SCHOOL | \$ _____ |
| 6. Discount for advance payment (if allowed) | \$ _____ |
| 7. Sales tax at _____ percent | \$ _____ |
| 8. Show discount (if any) for meeting all deadlines | \$ _____ |
| 9. Show discount (if any) for submitting completed signatures on time for each deadline | \$ _____ |

Vendor Name: _____	
-----------------------	--

B. OPTIONS

General Options: Each Middle School

1. A. Cost per book for addition of number of copies \$ _____
- B. Cost per book for reduction of number of copies \$ _____
2. A. Cost for addition of 4 PRINTED pages \$ _____ per 4
- B. Cost for reduction of 4 PRINTED pages \$ _____ per 4
- C. Cost for addition of 4 BLANK pages \$ _____ per 4
- D. Cost for reduction of 4 BLANK pages \$ _____ per 4
3. A. Cost variation to use full color litho cover, school's own design BEFORE Oct.11 \$ _____
- B. Cost variation to use full color litho cover, school's own design AFTER Oct. 11 \$ _____
4. A. Cost of litho cover, one color, specify DUE DATE: _____ \$ _____
- B. Cost increase to have second applied color to cover, specify DUE DATE: _____ \$ _____
- C. Cost of lamination to cover, specify DUE DATE: _____ \$ _____
5. Included in the base price must be a CD ROM version of the company clip art package \$ _____
6. Indicate cost for 8 1/2" x 11" size book \$ _____
7. Loose register, tool lines \$ _____
8. 16-page (one signature) color stock paper \$ _____
9. Cost increase to have second applied color to cover \$ _____
10. Cost reduction to eliminate Item #12 in basic book construction, i.e., "Full page proofs showing pictures and copy placement." \$ _____
11. Cost for use of company designed division pages \$ _____
12. Cost for reduction to a FOUR color soft cover \$ _____
13. Cost for reduction to a ONE color soft cover \$ _____

Vendor Name: _____



- 14. Cost of additional 4 page black-and-white tip-in supplement \$ _____

- 15. **The school must have the ability to submit type fonts other than Adobe.** \$ _____
If there is a charge for this program, it must be included in the base price.

- 16. School must have the ability to submit **TRUE TYPE** fonts with the \$ _____
program. Please indicate if you have any deviations which would prevent
you from meeting the above requirements.

- 17. If contract is renewed, at the sole option of the District, the maximum amount of increase per year will
be three (3) percent. Any increase must be agreed upon prior to extension.

Vendor Name: _____



MIDDLE SCHOOLS BID PROPOSAL SIGNATURE PAGE

Having carefully read and understood all sections of this Bid, I/we agree to provide all labor and materials as per specifications for the following price. Do not include sales tax. Complete all areas on this form.

BID QUESTIONS

1. Where is your Producing Yearbook Plant Located? _____

ADDENDA

2. Acknowledgement Receipt of Addenda Number...(if any) _____

BONDS

3. Submit a bond/cashier's check as required in Section V with your bid.

REMINDER: Check our website at www.cvsd.org/purchasing under BIDS for addenda prior to submitting a bid.

RETURN IN A SEALED ENVELOPE NO LATER THAN:

3:00 P.M., June 19, 2007

VIA MAIL OR HAND DELIVERY TO THE FRONT DESK ONLY

TO: CENTRAL VALLEY SCHOOL DISTRICT NO. 356
ATTN: DARREN KING, PURCHASING
East 19307 Cataldo
Spokane Valley, WA 99016

Mark Envelope: "**Yearbook Services 2007/08**
BID No. 365-07-01-B"

Respectfully submitted,

FIRM NAME

ADDRESS

CITY STATE ZIP

SIGNATURE

PRINT OR TYPE NAME TITLE

PHONE FAX

HIGH SCHOOL BID PROPOSAL CONTINUED ON NEXT PAGE

END OF SECTION X



HIGH SCHOOLS

CENTRAL VALLEY HIGH SCHOOL (CVHS)

"VOYAGER"
Invitation to Submit Proposal
for Printing of Yearbook
Current Enrollment: 1,740

PLEASE NOTE: Any deviations from the specifications listed below must be noted on the final page of the Bid Document.

BOOK CONSTRUCTION

Estimated for 2007-08

①	Number of Books	1,300
①	Number of Pages	256
①	Page Trim Size	9 x 12
①	Ship Date to School	May 19

BINDING

Binding will be Smythe-sewn with pre-stretched nylon thread, rounded and backed.

COVER

Must be school designed. Include, in the base price, **all** of the following cover options for a **HARD COVER** book.

1. Use of two silkscreen colors on cover and choice of base material or one silkscreen color and one standard foil. School must be able to use a "full wrap" design on cover. School designed.
2. Board weight must be at least **160-point** binders board.
3. School must have the option of designing its own **full-wrap** cover with the artwork or design extending from the front lid to the spine and back cover. If there is any charge for this capability, it must be included in the base price.
4. Full color litho cover with full wrap design. School designed. Lamination must be included in the base price.
5. Metally cover of company design with embossing texture and two applied silkscreen covers.
6. Company designed embossed covers with school choice of textures and two applied silkscreen covers.
7. Cover due date in plant: _____, **(Month/Day)**



8. Include a four-color cover proof.

COVER NAME STAMPS

Individual name stamping will be an additional charge. The final list of names must not be due to the plant until **January 30**.

END SHEETS

Include the following:

1. A minimum of 16 colored paper stocks (not including white) included in base price.
2. Studio designed full color end sheets (standard foils at an additional cost to the school).
3. Include an end sheet proof.

PAGE SUBMISSION

There must be **no** double page requirement for submission of pages.

The school must be able to submit non-double page spreads and have these pages count towards meeting all deadline requirements. Except spot color, there is to be no requirements for submission of pages by flat or signature.

There shall be no page deadline submission requirements prior to **November 15** unless otherwise indicated in this Bid. In addition, the final deadline cannot be prior to **March 15**.

CLOSE REGISTRATION

Black and white pages - Include all charges for photos trapped to screens on the page at no additional cost or included in base price. (There will be no 1 pica margin between elements on these pages unless requested by the school.)

GRAPHICS


The following **must** be included in the base bid price.

1. Included in the base price should be a full array of company-supplied artwork that can be enlarged or reduced at **no additional charge** to the school. This must be included in the Bid base price.
2. Included in the base price **must** be a CD ROM version of the company clip art package.

TYPOGRAPHY

Include all of the following:

1. Convention Submission with Type Sheets. Your company's best type program must be available with no restrictions as to usage. School may use any font available at no additional cost.

Vendor Name: _____	
-----------------------	--

DESKTOP PUBLISHING. Include this option in programming in case the school selects it.

2. All Type Available on the Adobe Type Family. All fonts from the Adobe Type Family are to be included in the base program and the pricing. **If there is a charge for choosing different "sets of fonts", it must be included in the base price.** If there is a charge for buying specific fonts from the company, it must be included or indicated here which would be in addition to the base price.
3. The school must have the ability to also submit type fonts other than Adobe. If there is a charge for this program, it must be included in the base price.
4. The school must have the ability to submit **TRUE TYPE** fonts with the program. Please indicate if you have any deviations which would prevent you from meeting the above requirements.

LAYOUT DESIGNS

Include a contemporary design program of pre-made company and designer layouts that can be used by the staff and altered as needed. Include the cost of providing this program to the school on CD ROM version. Due to vocational requirements by the State of Washington, the school must be able to use either PageMaker or Quark Express programs and Quick Panel Plus (or pre-approved equivalent program). No other **company designed** yearbook program will be allowed.

Which PageMaker version are the layouts designed for?


- PageMaker 5.0 _____
- PageMaker 6.0 _____
- PageMaker 6.5 + _____
- PageMaker 7.0 _____
- InDesign CS _____
- InDesign CS 2 _____
- InDesign CS 3 _____

Include the cost of providing the school a company-designed program of InDesign and PageMaker additions that will allow the school to:

- ① Flip, rotate, and mirror images.
- ① Provide automatic candid drawing and number.
- ① Panel Building/Submission
- ① Indexing

PROOFS

Proofs must show all elements of the page on one sheet including reverses, overprints, photos, and copy in place.

Vendor Name: _____	
-----------------------	--

PASTE-UP

When submitting, include both options shown below with the possibility of using both:

1. Company paste-up, trimming, and digitizing of all black and white and full color photos; black-and-white photo enlarging and reduction to be performed by the printer at no extra expense, and without restriction on black and white pages; consistent individual picture density is expected and pictures must be reproduced with minimum 150-line elliptical dot process screen.
2. At the option of the school: Custom Student/Faculty panel pages may be submitted on digital image CD ROM with digital pictures, names and a field for miscellaneous information (i.e. grade level) to be provided by the school's photographer.

Line screen: _____

Are candid photos individually digitized or "Gang Shot" on the page?

Photo tint screen used on laser printout: _____

3. **Complete Digitized Photo Submission:**

Does your company provide a program for the school to submit layouts on PageMaker or

InDesign with full photo digitization?

____ YES ____ NO

Can the school mix and match this program with regular two-page spread submission?

____ YES ____ NO

Please indicate any instructional materials available to the school that will aid in the instruction of Digitized Submission of Photos:

Cost of these instructional materials to the school:

\$ _____

Cost for Company Desktop Publishing Program: **The cost for use of the publishing company's desktop publishing program must be included in the base price of this proposal.**

Vendor Name: _____



PAPER STOCK

The school's choice of **80#** paper stock throughout the book is required; 70# stock is not acceptable. Stocks may be mixed/matched throughout the book as desired.

Using the page and book number specifications, additional price for printing the entire book on **100#** paper stock:

\$ _____

FULL COLOR PRINTING

Full color printing included in base bid price

OVERTIME CHARGES

In the event that the school does fall into deadline problems, what is your company's charge for putting the school back on its original shipping date?

Indicate your charges for overtime, if any:

\$ _____

NOTE: Additional charges for overtime work to place the school back on its original shipping schedule will not be allowed on final invoice unless indicated in the above space.

MERCHANDISING PROGRAM

Does your company provide merchandising materials for the school to help promote and sell the yearbook, such as parent and student home mailers? ___ YES ___ NO If so, what are they?

Please indicate the price for such merchandising materials:


\$ _____

KIT RE-SUPPLY CHARGES

A kit must be supplied to the school by August 1, at **no** charge to the school. Indicate your company's charges for re-supplying the school with items for the production of the yearbook. Indicate both the item and costs involved.

Item/Costs involved, if any:

_____ \$ _____
_____ \$ _____

Vendor Name: _____	
------------------------------	--

CREATIVE SERVICES

Cost for Quarter Cover Sketch	\$ _____
Cost for a "Design Package" (including end sheet, division pages, title page, and folios)	\$ _____
Cost for Pencil Sketch	\$ _____
Cost for Cover Mock-Up, Full Size	\$ _____

CREATIVE ART PROGRAMMING:

Indicate the cost for the plant artist to visit the school to provide one-quarter cover sketch for the cover and/or end sheet design. This would not be included in base price of the proposal.

Cost:	\$ _____
Cost for 2 nd year of term agreement?	\$ _____
Cost for 3 rd year of term agreement?	\$ _____
Cost for 4 th year of term agreement?	\$ _____
Cost for 5 th year of term agreement?	\$ _____


CONDITIONS

1. The high school will not be responsible for charges for special services, handling, or additions to the yearbook not covered in this Bid or pre-approved by the advisor at the school. Any charges must be approved, in writing, by the advisor.
2. The yearbook printer agrees to pay the high school a penalty of \$500 per day for each day they may be late in delivery of the yearbook, so long as the school meets all established deadlines. In the event of missed delivery, the printer shall have one-day leeway on the delivery date for each day of deadline delay from the school before such a penalty is imposed.

PRICING TABULATION:

Include all options, as indicated above, in base price:

Base Price:	\$ _____
FOB High School	
Discount for Advance Payment	\$ _____
Discount for Making All Deadlines	\$ _____

Vendor Name: _____	
-----------------------	--

Mailing Additional Supplies to School \$ _____

Total Cost \$ _____


PRICING OPTIONS - CVHS
(must be completed by all bidders)

General Options


- 1. A. Cost per book for addition in number of copies \$ _____/copy
- B. Cost per book for reduction in number of copies \$ _____/copy
- 2. A. Cost for addition of 4 PRINTED pages \$ _____per 4
- B. Cost for reduction of 4 PRINTED pages \$ _____per 4
- C. Cost for addition of 4 BLANK pages \$ _____per 4
- D. Cost for reduction of 4 BLANK pages \$ _____per 4
- 3. Cost for special effects by company, such as rounded corners, graphic and accent lines, company-designed artwork \$ _____
- 4. Cost per page for any special company-designed background artwork for pages and/or boxes usage \$ _____
- 5. Cost for company curriculum program to teach desktop publishing \$ _____
- Advisor's Guide \$ _____
- Student Workbook \$ _____
- 6. Cost for company full color designed World Events magazine \$ _____

Number of pages:

Size of pages:

Vendor Name: _____ 
--

7.	PROOF CORRECTION	<u>Written Correction</u>	<u>Disk/CD Submission</u>
	A. Copy Corrections		
	1). Changes involving one line of type	\$ _____	\$ _____
	2). Changes involving only one word of type	\$ _____	\$ _____
	3). Changes involving five lines of type	\$ _____	\$ _____
	4). Maximum charge per page (except index)	\$ _____	\$ _____
	5). Moving copy block or headline	\$ _____	\$ _____
	6). Adding new copy	\$ _____	\$ _____
	B. Photo Corrections	<u>B & W</u>	<u>Color</u>
	1). Moving only	\$ _____	\$ _____
	2). Changing size or recropping	\$ _____	\$ _____
	3). Substituting new photo	\$ _____	\$ _____
	C. Reduction for company mistake made on proof pages or on final deadline shipment where school does not receive proofs.		
	1). Copy error		\$ _____
	2). Graphics error		\$ _____
	3). Photo error		\$ _____
	D. Describe the color touch ups that would be provided at no additional charge.		

Vendor Name: _____	
-----------------------	--

Covers

- 1. Cost of company-designed full color litho with lamination \$ _____ /book
- 2. A. Specialty foil application for cover (include die charge estimate) \$ _____ /book
B. Foil application for cover (include die charge estimate) \$ _____ /book
- 3. Cost of name stamping on cover, due January \$ _____ /book
- 4. Second applied silkscreen paint \$ _____ /book
- 5. Cost of school-designed full color litho with lamination:
A. Due by August 30 \$ _____ /book
B. Due by October 11 \$ _____ /book
- 6. Cost of metallay cover, including die charge:
A. Minimum cost of metallay cover \$ _____ /book
B. Maximum cost of metallay cover \$ _____ /book
- 7. School designed tip-on \$ _____ /book
- 8. Litho with Lamination
Included in Base Bid
- 9. Cost of Quarter bound Cover \$ _____ /book

End Sheets

- 1. Cost of black-and-white, school-designed, SAME front and back \$ _____ /book
- 2. Cost of black-and-white, school-designed, DIFFERENT front and back \$ _____ /book
- 3. Cost of 3/4" trim end sheet/short trim \$ _____ /book
- 4. Cost for special Fibertext end sheet stock \$ _____ /book
- 5. Cost of foil application on end sheet \$ _____ /book
- 6. A. Cost of one-color printer on FRONT AND BACK \$ _____ /book
B. Cost of one-color printer on FRONT ONLY \$ _____ /book

Vendor Name: _____



Full Color

Included in Base Bid

Spot Color

1. Cost for one flat of spot color, due November 15 \$ _____ /flat
2. Cost for one flat with two spot colors, due November 15 \$ _____ /flat
3. Cost for second flat of spot color, due November 15 \$ _____ /flat
4. Cost for pantone color, due November 15 \$ _____ /flat

Creative Art by Company

1. Cost for company's creative artist to come to the school and design cover and end sheets \$ _____
2. Cost for company-designed quarter cover art sketch in full color \$ _____

Camp

1. Cost per Student to attend the Summer camp DAY ONLY RATE \$ _____
2. Cost per Student to attend the Summer camp DAY/NIGHT RATE \$ _____
3. Cost per Advisor to attend the Summer camp DAY ONLY RATE \$ _____
4. Cost per Advisor to attend the Summer camp DAY/NIGHT RATE \$ _____

Curriculum Program

Indicate any curriculum programs provided by your company **and** the corresponding cost to the school.

_____	\$ _____
_____	\$ _____
_____	\$ _____

Vendor Name: _____



Photo Enhancement

Describe your photo enhancement process at your plant in detail.

Renewal Clause

If contract is renewed, at the sole option of the District, the maximum amount of increase per year will be three (3) percent. Any increase must be agreed upon prior to extension.

END OF SECTION XI

Vendor Name: _____



PROPOSAL SIGNATURE PAGE - CVHS

Having carefully read and understood all sections of this Bid, I/we agree to provide all labor and materials as per specifications for the following price. Do not include sales tax. Complete all areas on this form.

BID QUESTIONS

1. Where is your Producing Yearbook Plant Located? _____

ADDENDA

2. Acknowledgement Receipt of Addenda Number...(if any) _____

BONDS

3. Submit a bond/cashier's check as required in Section V with your bid.

REMINDER: Check our website at www.cvsd.org/purchasing under BIDS for addenda prior to submitting a bid.

RETURN IN A SEALED ENVELOPE NO LATER THAN:

3:00 P.M., June 19, 2007

VIA MAIL OR HAND DELIVERY TO THE FRONT DESK ONLY

TO: CENTRAL VALLEY SCHOOL DISTRICT NO. 356
ATTN: DARREN KING, PURCHASING
East 19307 Cataldo
Spokane Valley, WA 99016

Mark Envelope: "Yearbook Services 2007/08
BID No. 365-07-01-B"

Respectfully submitted,

FIRM NAME

ADDRESS

CITY STATE ZIP

SIGNATURE

PRINT OR TYPE NAME TITLE

PHONE FAX

END OF SECTION XII



UNIVERSITY HIGH SCHOOL - (U-HIGH)

"KRONOS"
Invitation to Submit Proposal
for Printing of Yearbook
Current Enrollment: 1,727

PLEASE NOTE: Any deviations from the specifications listed below must be noted on the final page of the Bid Document.

BOOK CONSTRUCTION

Estimated for 2007-08

①	Number of Books	1,350
①	Number of Pages	192
①	Page Trim Size	9 x 12
①	Ship Date to School	May 19

BINDING

Binding will be Smythe-sewn with pre-stretched nylon thread, rounded and backed.

COVER

Must be school designed. Include, in the base price, **all** of the following cover options for a **HARD COVER** book.

1. Use of two silkscreen colors on cover and choice of base material or one silkscreen color and one standard foil. School must be able to use a "full wrap" design on cover. School designed.
2. Board weight must be at least **160-point** binders board.
3. School must have the option of designing its own **full-wrap** cover with the artwork or design extending from the front lid to the spine and back cover. If there is any charge for this capability, it **must** be included in the base price.
4. Full color litho cover with full wrap design. School designed. Lamination **must** be included in the base price.
5. Metally cover of company design with embossing texture and two applied silkscreen covers.
6. Company designed embossed covers with school choice of textures and two applied silkscreen covers.
7. Cover due date in plant: _____, **(Month/Day)**
8. Include a four-color cover proof.



COVER NAME STAMPS

Individual name stamping will be an additional charge. The final list of names must not be due to the plant until **January 30**.

END SHEETS

Include the following:

1. A minimum of 16 colored paper stocks (not including white) included in base price.
2. Studio designed full color end sheets (standard foils at an additional cost to the school).
3. Include an end sheet proof.

PAGE SUBMISSION

There must be **no** double page requirement for submission of pages.

The school must be able to submit non-double page spreads and have these pages count towards meeting all deadline requirements. Except spot color, there is to be no requirements for submission of pages by flat or signature.

There shall be no page deadline submission requirements prior to **November 15** unless otherwise indicated in this Bid. In addition, the final deadline cannot be prior to **March 15**.

CLOSE REGISTRATION

Black and white pages - Include all charges for photos trapped to screens on the page at no additional cost or included in base price. (There will be no 1 pica margin between elements on these pages unless requested by the school.)

GRAPHICS

The following **must** be included in the base bid price.


1. Included in the base price should be a full array of company-supplied artwork that can be enlarged or reduced at **no additional charge** to the school. This must be included in the Bid base price.
2. Included in the base price **must** be a CD ROM version of the company clip art package.

TYPOGRAPHY

Include all of the following:

1. Convention Submission with Type Sheets. Your company's best type program must be available with no restrictions as to usage. School may use any font available at no additional cost.

DESKTOP PUBLISHING. Include this option in programming in case the school selects it.

Vendor Name: _____	
-----------------------	--

- 2. All Type Available on the Adobe Type Family. All fonts from the Adobe Type Family are to be included in the base program and the pricing. **If there is a charge for choosing different "sets of fonts", it must be included in the base price.** If there is a charge for buying specific fonts from the company, it must be included or indicated here which would be in addition to the base price.
- 3. The school must have the ability to also submit type fonts other than Adobe. If there is a charge for this program, it must be included in the base price.
- 4. The school must have the ability to submit **TRUE TYPE** fonts with the program. Please indicate if you have any deviations which would prevent you from meeting the above requirements.

LAYOUT DESIGNS

Include a contemporary design program of pre-made company and designer layouts that can be used by the staff and altered as needed. Include the cost of providing this program to the school on CD ROM version. Due to vocational requirements by the State of Washington, the school must be able to use either PageMaker or Quark Express programs and Quick Panel Plus (or pre-approved equivalent program). No other **company designed** yearbook program will be allowed.

Which PageMaker version are the layouts designed for?


- PageMaker 5.0 _____
- PageMaker 6.0 _____
- PageMaker 6.5 + _____
- PageMaker 7.0 _____
- InDesign CS _____
- InDesign CS 2 _____
- InDesign CS 3 _____

Include the cost of providing the school a company-designed program of InDesign and PageMaker additions that will allow the school to:

- ① Flip, rotate, and mirror images.
- ① Provide automatic candid drawing and number.
- ① Panel Building/Submission
- ① Indexing

PROOFS

Proofs must show all elements of the page on one sheet including reverses, overprints, photos, and copy in place.

Vendor Name: _____	
-----------------------	--

PASTE-UP

When submitting, include both options shown below with the possibility of using both:

- 1. Company paste-up, trimming, and digitizing of all black and white and full color photos; black-and-white photo enlarging and reduction to be performed by the printer at no extra expense, and without restriction on black and white pages; consistent individual picture density is expected and pictures must be reproduced with minimum 150-line elliptical dot process screen.

- 2. At the option of the school: Custom Student/Faculty panel pages may be submitted on digital image CD ROM with digital pictures, names and a field for miscellaneous information (i.e. grade level) to be provided by the school's photographer.

Line screen: _____

Are candid photos individually digitized or "Gang Shot" on the page?


Photo tint screen used on laser printout: _____

- 3. **Complete Digitized Photo Submission:**
Does your company provide a program for the school to submit layouts on PageMaker or InDesign with full photo digitization? ___ YES ___ NO
Can the school mix and match this program with regular two-page spread submission? ___ YES ___ NO

Please indicate any instructional materials available to the school that will aid in the instruction of Digitized Submission of Photos:

Cost of these instructional materials to the school: \$ _____

Cost for Company Desktop Publishing Program: The cost for use of the publishing company's desktop publishing program must be included in the base price of this proposal.

Vendor Name: _____	
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PAPER STOCK

The school's choice of **80#** paper stock throughout the book is required; 70# stock is not acceptable. Stocks may be mixed/matched throughout the book as desired.

Using the page and book number specifications, additional price for printing the entire book on **100#** paper stock:

\$ _____

FULL COLOR PRINTING

Full color printing included in base bid price

OVERTIME CHARGES

In the event that the school does fall into deadline problems, what is your company's charge for putting the school back on its original shipping date?

Indicate your charges for overtime, if any:

\$ _____

NOTE: Additional charges for overtime work to place the school back on its original shipping schedule will not be allowed on final invoice unless indicated in the above space.

MERCHANDISING PROGRAM

Does your company provide merchandising materials for the school to help promote and sell the yearbook, such as parent and student home mailers? YES NO If so, what are they?

Please indicate the price for such merchandising materials:

\$ _____


KIT RE-SUPPLY CHARGES

A kit must be supplied to the school by August 1, at **no** charge to the school. Indicate your company's charges for re-supplying the school with items for the production of the yearbook. Indicate both the item and costs involved.

Item/Costs involved, if any:

_____ \$ _____

_____ \$ _____

Vendor Name: _____	
-----------------------	--

CREATIVE SERVICES

Cost for Quarter Cover Sketch	\$ _____
Cost for a "Design Package" (including end sheet, division pages, title page, and folios)	\$ _____
Cost for Pencil Sketch	\$ _____
Cost for Cover Mock-Up, Full Size	\$ _____

CREATIVE ART PROGRAMMING:

Indicate the cost for the plant artist to visit the school to provide one-quarter cover sketch for the cover and/or end sheet design. This would not be included in base price of the proposal.

Cost:	\$ _____
Cost for 2 nd year of term agreement?	\$ _____
Cost for 3 rd year of term agreement?	\$ _____
Cost for 4 th year of term agreement?	\$ _____
Cost for 5 th year of term agreement?	\$ _____


CONDITIONS

1. The high school will not be responsible for charges for special services, handling, or additions to the yearbook not covered in this Bid or pre-approved by the advisor at the school. Any charges must be approved, in writing, by the advisor.
2. The yearbook printer agrees to pay the high school a penalty of \$500 per day for each day they may be late in delivery of the yearbook, so long as the school meets all established deadlines. In the event of missed delivery, the printer shall have one-day leeway on the delivery date for each day of deadline delay from the school before such a penalty is imposed.

PRICING TABULATION:

Include all options, as indicated above, in base price:

Base Price:	\$ _____
FOB High School	
Discount for Advance Payment	\$ _____
Discount for Making All Deadlines	\$ _____

Vendor Name: _____	
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Mailing Additional Supplies to School \$ _____


Total Cost \$ _____

PRICING OPTIONS – U-HIGH
(must be completed by all bidders)


General Options

- 1. A. Cost per book for addition in number of copies \$ _____/copy
- B. Cost per book for reduction in number of copies \$ _____/copy
- 2. A. Cost for addition of 4 PRINTED pages \$ _____per 4
- B. Cost for reduction of 4 PRINTED pages \$ _____per 4
- C. Cost for addition of 4 BLANK pages \$ _____per 4
- D. Cost for reduction of 4 BLANK pages \$ _____per 4
- 3. Cost for special effects by company, such as rounded corners, graphic and accent lines, company-designed artwork \$ _____
- 4. Cost per page for any special company-designed background artwork for pages and/or boxes usage \$ _____
- 5. Cost for company curriculum program to teach desktop publishing \$ _____
- Advisor's Guide \$ _____
- Student Workbook \$ _____
- 6. Cost for company full color designed World Events magazine \$ _____

Number of pages:
Size of pages:

Vendor Name: _____ 
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7.	PROOF CORRECTION	<u>Written Correction</u>	<u>Disk/CD Submission</u>
	B. Copy Corrections		
	1). Changes involving one line of type	\$ _____	\$ _____
	2). Changes involving only one word of type	\$ _____	\$ _____
	3). Changes involving five lines of type	\$ _____	\$ _____
	4). Maximum charge per page (except index)	\$ _____	\$ _____
	5). Moving copy block or headline	\$ _____	\$ _____
	6). Adding new copy	\$ _____	\$ _____
	B. Photo Corrections	<u>B & W</u>	<u>Color</u>
	1). Moving only	\$ _____	\$ _____
	2). Changing size or recropping	\$ _____	\$ _____
	3). Substituting new photo	\$ _____	\$ _____
	E. Reduction for company mistake made on proof pages or on final deadline shipment where school does not receive proofs.		
	1). Copy error		\$ _____
	2). Graphics error		\$ _____
	3). Photo error		\$ _____
	F. Describe the color touch ups that would be provided at no additional charge.		

Vendor Name: _____	
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Covers

- 1. Cost of company-designed full color litho with lamination \$ _____ /book
- 2. A. Specialty foil application for cover (include die charge estimate) \$ _____ /book
B. Foil application for cover (include die charge estimate) \$ _____ /book
- 3. Cost of name stamping on cover, due January \$ _____ /book
- 4. Second applied silkscreen paint \$ _____ /book
- 10. Cost of school-designed full color litho with lamination:
A. Due by August 30 \$ _____ /book
B. Due by October 11 \$ _____ /book
- 11. Cost of metallay cover, including die charge:
C. Minimum cost of metallay cover \$ _____ /book
D. Maximum cost of metallay cover \$ _____ /book
- 12. School designed tip-on \$ _____ /book
- 13. Litho with Lamination
Included in Base Bid
- 14. Cost of Quarter bound Cover \$ _____ /book

End Sheets

- 1. Cost of black-and-white, school-designed, SAME front and back \$ _____ /book
- 2. Cost of black-and-white, school-designed, DIFFERENT front and back \$ _____ /book
- 3. Cost of 3/4" trim end sheet/short trim \$ _____ /book
- 4. Cost for special Fibertext end sheet stock \$ _____ /book
- 5. Cost of foil application on end sheet \$ _____ /book
- 6. A. Cost of one-color printer on FRONT AND BACK \$ _____ /book
B. Cost of one-color printer on FRONT ONLY \$ _____ /book

Vendor Name: _____



Full Color

Included in Base Bid

Spot Color

1. Cost for one flat of spot color, due November 15 \$ _____ /flat
2. Cost for one flat with two spot colors, due November 15 \$ _____ /flat
3. Cost for second flat of spot color, due November 15 \$ _____ /flat
4. Cost for pantone color, due November 15 \$ _____ /flat

Creative Art by Company

1. Cost for company's creative artist to come to the school and design cover and end sheets \$ _____
2. Cost for company-designed quarter cover art sketch in full color \$ _____

Camp

1. Cost per Student to attend the Summer camp DAY ONLY RATE \$ _____
2. Cost per Student to attend the Summer camp DAY/NIGHT RATE \$ _____
3. Cost per Advisor to attend the Summer camp DAY ONLY RATE \$ _____
4. Cost per Advisor to attend the Summer camp DAY/NIGHT RATE \$ _____

Curriculum Program

Indicate any curriculum programs provided by your company **and** the corresponding cost to the school.

_____	\$ _____
_____	\$ _____
_____	\$ _____


Vendor Name: _____	
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Photo Enhancement

Describe your photo enhancement process at your plant in detail.

Renewal Clause

If contract is renewed, at the sole option of the District, the maximum amount of increase per year will be three (3) percent. Any increase must be agreed upon prior to extension.

END OF SECTION XIII

Vendor Name: _____



PROPOSAL SIGNATURE PAGE - U-HIGH

Having carefully read and understood all sections of this Bid, I/we agree to provide all labor and materials as per specifications for the following price. Do not include sales tax. Complete all areas on this form.

BID QUESTIONS

1. Where is your Producing Yearbook Plant Located? _____

ADDENDA

2. Acknowledgement Receipt of Addenda Number...(if any) _____

BONDS

3. Submit a bond/cashier's check as required in Section V with your bid.

REMINDER: Check our website at www.cvsd.org/purchasing under BIDS for addenda prior to submitting a bid.

RETURN IN A SEALED ENVELOPE NO LATER THAN:

3:00 P.M., June 19, 2007

VIA MAIL OR HAND DELIVERY TO THE FRONT DESK ONLY

TO: CENTRAL VALLEY SCHOOL DISTRICT NO. 356
ATTN: DARREN KING, PURCHASING
East 19307 Cataldo
Spokane Valley, WA 99016

Mark Envelope: "Yearbook Services 2007/08
BID No. 365-07-01-B"

Respectfully submitted,

FIRM NAME

ADDRESS


CITY STATE ZIP

SIGNATURE

PRINT OR TYPE NAME TITLE

PHONE FAX

END OF SECTION XIV

Vendor Name: _____	
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SUPPORT – ALL SCHOOLS

Technical support is important to our schools in order to create a quality book. In many cases company-designed software is available from plug-ins like index builders, advertising support, design enhancements, ladder planners, and other programs.

Customer support is also key in providing a quality book, both local and at the plant. The local representative needs to be available, and willing to come to our buildings to give us assistance and occasionally training during the school year. Our high schools should see our representative about 8-10 times per year, more often if our advisor is new and less often for our middle school advisors. During peak times like distribution once a week is also normal.

Describe your company's technical support:

Describe your company's local support (must be local):

Name: _____ Phone: _____ Cell: _____

Address: _____

Experience: _____

Describe your company's plant support:

END OF SECTION XV